

MICHIGAN DEPARTMENT OF CORRECTIONS

“Expecting Excellence Every Day”

MEMORANDUM

(Sent via e-mail 1/31/02)

DATE: January 31, 2002

TO: Wardens
Attention: School Principals

FROM: Richard E. Johnson, Assistant Deputy Director *Richard E. Johnson*
Correctional Facilities Administration

SUBJECT: Information Update - CTE Centers

The Career and Technical Education Committee has developed a time-line, budget and implementation plan for the CTE Centers (attached).

HTF Hiawatha Correctional Facility
KCF Kinross Correctional Facility
MPF Pugsley Correctional Facility
MTF West Shoreline Correctional Facility
OTF Boyer Road Correctional Facility
STF Mid-Michigan Correctional Facility
SMT Parnall Correctional Facility
**JCS Cooper Street Correctional Facility*
**JMF Southern Michigan Correctional Facility*
ATF Parr Highway Correctional Facility
NRF Mound Correctional Facility

(* will also continue to conduct ABE/GED until the CTE programs are entirely in place)

Based on previous directives, the Steering Committee has approved the following areas related to the centers:

- Mission Statement
- Career and Technical Center Components
- Career Assessment and Evaluation
- Academic Requirements
- Enrollment Process - FY2002 Transition

MEMO TO WARDENS/SCHOOL PRINCIPALS

Information Update - CTE Centers

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- Programming by Security Level
- Curricula
- Transfers
- Schedule/Teacher-Student Ratio
- Staffing
- Hours to Completion

Currently the committee is working on the following:

- Guidelines for delivery of services at CTE Centers
- Applied Skills
- Technical Math
- Computer Literacy
- Employment Skills (Pre-Release)
- Completion of resource and curricula information with budget information
- Research of future potential trades areas
- Certification

An initial training session on CareerScope, the interest and aptitude assessment software, has taken place. Regional training sessions will be scheduled over the next several weeks.

For further information/discussion, please contact CFA, Jocelyn Fitzpatrick, CTE Co-Chair, or Kit Spring, CTE Co-Chair, HTF/KCF.

cc: Deputy Director Bolden
Regional Prison Administrators
Diane Spence
Joe Barrett
Education Steering Committee
CTE Committee
File

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